

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Status Report on FOIA

FROM:

Director of Information Services  
1205 Ames

EXTENSION

NO.

OIS 85-034

DATE

13 February 1985

STAT

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

EO/DDA  
7D24 HDQS.

Ed:

2.

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1. Attached is the response to [redacted] request for data on the FOIA. STAT

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2. The EXDIR's request to prepare this as a blind memo is puzzling and somewhat worrisome. You should know that some weeks ago [redacted] was asked to look into our FOIA processing. We never got any feedback. If he has some criticism of what's going on and intends to use this vehicle to report to the DDCI without first having some contact with Harry or me, I am going to be annoyed. STAT

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3. This material shows that OIS and Chief/IPD, specifically are doing a bangup job in coming to grips with our backlog. We are looking forward to preparing the report to the Congress in April because I think we will be able to demonstrate the sincerity of the DDCI's comments during the Hearings on the FOIA Relief Bill. STAT

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Attachment:  
As Stated

15.

In response to your request for a status report on the processing of Freedom of Information Act requests, the Office of Information Services offers the following information and observations. These figures include not just FOIA requests but Privacy Act and Executive Order Mandatory Review requests as well, since they are all processed as part of the same workload and by the same personnel. Furthermore, any changes in the number of one type of request necessarily affects the entire backlog.

How many people are working on FOIA, PA and EO requests?

There are 118 people working primarily or totally on FOIA, PA, and EO requests. Of these, 87 are full-time staff, 14 are part-time staff, and 17 are part-time rehired annuitants. Many others throughout the Agency become involved as needed for search and review. Taking leave and other absences into account, total manyears for CY 1984 was 114. Our overall manpower input thus far in 1985 is keeping pace with the 1984 figure.

What is the existing backlog?

Our current backlog as of 12 February 1985 is 2,757 cases. Of these, approximately 49% are FOIA requests, 41% are Privacy requests, and 10% are mandatory review requests.

How much has it been reduced?

We began 1984 with a caseload of 3146 requests. By the end of 1984 we had reduced this to 2955--a reduction of 191 cases. This reduction in backlog was accomplished in spite of a 14% increase in new cases in 1984 compared with 1983. Since the beginning of 1985 we have reduced the backlog by another 198 cases to its current level of 2,757 cases.

One thing that has contributed heavily to our recent success in reducing the backlog is the acquisition of additional word processors. Each case officer now has a word processor and can compose the numerous letters IPD sends to the public--over 200 a week--more efficiently. We have also hired three part-time annuitants to work on the larger 'project

cases," and their impact is now being felt as their training progresses. A reorganization of our support functions, vital to the rapid and efficient handling of cases, has been accomplished and is paying handsome dividends on further reduction of the IPD backlog. Also contributing to backlog reduction has been the use of overtime to meet surge requirements and maintain smooth, steady workflow in all aspects of our case processing.

Has the processing time been reduced?

The processing time has not yet been reduced significantly. Since all the files that will be exempt from search have not yet been officially designated, our workload has not been affected by the new legislation. We expect that about 200 to 300 cases will drop from our workload as soon as these designations take effect, and processing time should reduce thereafter as current manpower is focused on the remaining cases. We are at present developing statistics on processing time during 1984 to use as a baseline against which to compare processing times at six-month intervals for the Congressional reports.

Are we living up to Congressional requirements/commitments?

The only formal commitment made to Congress in consideration of the new legislation was that we would not reduce our manpower input to FOIA for two years, during which time we would try to reduce the backlog to the point where response time is counted in months rather than years. We have made modest beginnings toward this objective even without file designations in effect. We have also developed a system of monitoring each component's manpower input, and we will alert any component that appears to be falling behind. The utilization of the Agency's FOIA resources needs to be monitored closely; prompt reallocations must be made as requirements and responsibilities shift if the overall FOIA backlog is to be reduced and processing time shortened, as Congress expects.

What is status of the designation of files under the CIA Information Act?

In anticipation of Congressional enactment of the CIA Information Act of 1984, the Director of Information Services established a task force to work on an implementing regulation and a DCI guidance memorandum to the Deputy Directors who would be affected by the new legislation. Members included OLL, OGC, and OIS. Because of the advance planning, a fully coordinated regulation and memorandum were delivered for the DCI's signature on the day the President signed the bill into law, 15 October 1984. Pursuant to the new legislation, the same task force worked with

the Office of Security, the Directorate of Operations, and the Directorate of Science and Technology in developing categories of files for recommending to the DCI as exempt from the search, review, and disclosure provisions of the Freedom of Information Act. This task force has nearly completed its work. The DCI has approved the OS designations and will be receiving the DS&T and DO recommendations within a few days. Representatives of the HPSI staff have been briefed on the DCI-approved OS designations. The Chairman of HPSCI subsequently wrote the DCI interposing no objection to their implementation. Likewise, the SSCI has interposed no objections. It is anticipated that there will be similar and perhaps more extensive briefings of the oversight committees on the DS&T and DO designations.

What is the status of the Historical Review Project?

In an exchange of letters, the DCI and Senator Durenberger agreed to a voluntary historical review program and the Senator arranged for staffing and money for this effort. In addition, Section 3 of the CIA Information Act of 1984 required a report on how the Agency could conduct a formal program for declassification review and release of information of historical value. The voluntary historical review program has begun. Topics to be considered for review have been identified and we are locating appropriate personnel to do this review. The program mandated by Congress is also being developed. In anticipation of the June 1985 deadline for the report, preliminary meetings have been held with the Archivist of the United States and he, plus a representative of the Library of Congress and three eminent historians that the Archivist selected, will be consulting with OIS and the Agency Historian in mid-March on the proposed program. Arrangements have been made for the DCI to meet with this group.

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DA:D/OIS:

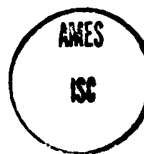
STAT

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Executive Registry
25- 366



FOIA Registry
85-0319

24 January 1985

NOTE FOR: Executive Director

FROM: EA/DDCI

Jim,

By the time John gets back from his trip (19 February), he would like you to provide him a status report on where we stand on FOIA -- How many people are working the problem? What is the existing backlog? How much has it been reduced? Has processing time been reduced? Are we living up to Congressional requirements/commitments, et cetera?

Thank,

STAT



cc: DDA ✓  
DDCI 1 cpy  
ER 1 cpy

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